



## **Withdrawing Your Ticket**

If you are dissatisfied with services or you wish to move your ticket to another EN or VR, or take your ticket out of assignment for any reason, you must notify MAXIMUS in writing of your desire to retrieve your ticket from the EN or VR agency.

### **❖ Why would I withdraw my Ticket?**

- If you are dissatisfied with services from an EN or VR Agency;
- If you wish to receive services from a different EN or VR Agency;
- Or you may wish to take your ticket out of assignment at any time for any reason.

### **❖ How do I withdraw my Ticket?**

- Inform your Counselor, who will in turn inform the STATE OFFICE;
- Your service agency will inform MAXIMUS, which updates the SSA database.
- SSA will inform you of your rights and responsibilities.
- MAXIMUS then notifies your service agency that the relationship has been terminated.

### **❖ What happens then?**

- When your ticket is withdrawn from an EN or VR agency, you have a three-month extension period in which to reassign your ticket.
- If you reassign your ticket to an EN or VR agency during the extension period, the ticket will still be considered "in-use" and you will maintain your CDR protections.

### **❖ How do I reassign my Ticket?**

You may reassign your ticket during any month in which you meet the eligibility requirements.

- You must develop a work plan with your service agency;
- MAXIMUS must be informed that you wish to reassign your ticket.